

## CM/ECF Glossary

### **Adobe Acrobat**

Application used almost universally to create and view "PDF" documents. "Adobe" created the "PDF" format.

### **Attachment**

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

### **Automatic E-mail Notification**

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

### **Browse**

A Windows operation of navigating through directories via a mouse to select a specific file.

### **Browser**

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

### **Category**

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

### **CBT**

A CBT (computer-based training) is an on-line learning application accessed over a local area network (LAN) or from a CD. When a CBT is accessed over the Web, it is referred to as web-based training or a WBT.

**Check Box**

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

**CM/ECF**

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business. With CM/ECF attorneys can file cases and documents electronically via the Internet.

**Default**

A Default is a common suggested value displayed by CM/ECF on a screen. If correct, you may accept them; if incorrect, you type over them.

**Document Type**

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

**Drop Down Box**

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

**Hypertext (HTML) Link**

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

**Notice of Bankruptcy Case Filing**

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

**Notice of Electronic Filing**

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

**PDF Document**

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

**Radio Button**

A round selection button used to choose items from a list. Radio buttons are designed so that you can choose only one item.

**URL**

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Iowa Northern Bankruptcy Court is [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov)